

INSTRUCTIONS TO PRINCIPALS 2009 UTAH ARBOR DAY POSTER CONTEST

- I. Designate an individual to be the school Arbor Day Poster Contest Coordinator. This person will be the contact between the Utah Arbor Day Committee and your school. This person will:
 - A. Distribute information to teachers about the poster contest.
 - B. Distribute Arbor Day Curriculum materials when received in February.
 - C. Coordinate school poster entries to Utah Arbor Day Poster Contest. Only one poster per grade K-6 plus special education per school is allowed (maximum of 8 posters).

- II. Fill out and return the Registration Form by February 5, 2009.

- III. Hold a poster contest at the school. See brochure or website for details and requirements. www.arborday.utah.gov
 - A. Conduct and coordinate the school's poster contest.
 - B. Assure posters are completed and judged by March 18, 2009.
 - C. Have a school-level judging selecting the best in each grade. **K-6 plus special education* classes are eligible.**
 - D. Send the school's winning posters (one per grade - maximum of eight) to the Arbor Day Committee by March 23, 2009 by 6:00 p.m.

- IV. Celebrate Arbor Day!

Calendar and Deadlines

February 5, 2009	Registration Deadline. Teacher guides and poster contest information will not be sent to unregistered schools.
February 10, 2009	Contest Information. Poster contest information will be mailed to Arbor Day Coordinators and is also available on our website at: www.arborday.utah.gov
February 10, 2009 - March 18, 2009	Conduct and coordinate the school's poster contest. Grades K-6 plus Special Education* students are eligible. See website for details: www.arborday.utah.gov
March 23, 2009	Poster Entry Deadline. Posters must be received by the Arbor Day Committee at the Division of Forestry, Fire and State Lands Office in Salt Lake City by 6:00 p.m.
April 6, 2009	Tree Coupons. \$50 Tree Coupons will be sent to registered schools submitting posters, in time to purchase trees for planting on Arbor Day.
April 24, 2009	Arbor Day! State Arbor Day Ceremony and recognition of state winners.

**Special Education students are defined as: Intellectually handicapped students in self-contained classrooms. No resource students permitted in this category.*